

STATE OF HAWAII
*Department of Human
Services*

**HOUSING AND COMMUNITY DEVELOPMENT
CORPORATION OF HAWAII**

REQUEST FOR PROPOSAL
(RFP-RSS-2005-03)

for a

**Pilot Program Integrating Security and Youth
Services at Puuwai Momi**

February 2005
RFP-RSS-2005-03

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP Interest form may be downloaded to your computer, completed and e-mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted form an incomplete RFP.

February 1, 2005

REQUEST FOR PROPOSALS

INTEGRATED SECURITY AND SUPPORTIVE SERVICES

RFP No. RSS-2005-03

The Housing and Community Development Corporation of Hawaii is requesting proposals from qualified applicants to provide integrated security and youth services to youth and families living at Puuwai Momi. Services may include, but are not limited to security, roving patrols, youth activities and services. The contract term will be from April 1, 2005 through March 31, 2006. A single contract will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United State Postal Service on or before March 1, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on March 1, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Housing and Community Development Corporation of Hawaii will conduct an orientation on February 8, 2005 from 9:00 a.m. to 11:00 a.m. HST, at 1002 North School Street, Building L, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on February 10, 2005. All written questions will receive a written response from the State on or about February 14, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Pamela Dodson at 677 Queen Street, Suite 300, Honolulu, Hawaii 96813, telephone: (808) 587-0558.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS MUST BE RECEIVED NO LATER THAN March 1, 2005

All Mail-ins

Housing and Community
Development Corporation of Hawaii
Attn: RFP RSS 2005-03
P.O. Box 17907
Honolulu, Hawaii 96817

DOH RFP COORDINATOR

Pamela Dodson
Executive Assistant
For further info. or inquiries
Phone: 587-0558
Fax: 587-0600

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST) March 1, 2005.**

Drop-off Sites

Oahu:

Housing and Community Development
Corporation of Hawaii
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

BE ADVISED:

All mail-ins received or postmarked by USPS after March 1, 2005 will be rejected.
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Hand deliveries will **not** be accepted after **4:30 p.m., HST, March 1, 2005.**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, March 1, 2005.**

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Section 1

Administrative

Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Housing and Community Development Corporation of Hawaii
 Department of Human Services, State of Hawaii
 677 Queen Street, Suite 300
 Honolulu, Hawaii 96813
 Phone (808) 832-5900 Fax: (808) 832-5910

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	2/1/05
Distribution of RFP	2/1/05
RFP orientation session	2/8/05
Closing date for submission of written questions for written responses	2/10/05
State purchasing agency's response to applicants' written questions	2/14/05
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	3/1/05
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	3/1/05-3/7/05
Provider selection and award	3/10/05
Notice of statement of findings and decisions	
Contract start date	Upon award

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on February 8, 2005 at 1002 North School Street Building L from 9:00 am to 10:00 am. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next section.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m. H.S.T., on February 10, 2005. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by February 14, 2005.

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.

2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date

and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

Proposals shall not be accepted via facsimile transmission, electronic mail, or via submission on diskette or compact disc.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency		Procurement Officer	
Name:	Stephanie Aveiro	Name:	Stephanie Aveiro
Title:	Executive Director	Title:	Executive Director
Mailing Address:	P.O. Box 17907 Honolulu, Hawaii 96817	Mailing Address:	P.O. Box 17907 Honolulu, Hawaii 96817
Business Address:	677 Queen Street, Suite 300 Honolulu, Hawaii 96813	Business Address:	677 Queen Street, Suite 300 Honolulu, Hawaii 96817

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
For example, did the contractor meet its short-term objectives as indicated by the quarterly reports?
- (2) Output Measures
For example, did the contractor serve the number of persons proposed? Do the participant files support the activity report? Did the contractor conduct outreach as proposed?
- (3) Financial Management
For example, did the contractor expend funds in accordance with the Generally Accepted Accounting Principles (GAAP) and have an adequate internal control system?
- (4) Administrative Requirements
For example, does the contractor have sound administrative policies? Did all personnel meet the minimum qualifications?

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

The HCDCH reserves the right to make small or major modifications to the contract due to conditions that it is unable to anticipate now (e.g., increased gang activity may require increased personnel during evening hours).

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service

Specifications

Section 2 Service Specifications

I. Introduction

0A. Overview, purpose or need

In 1997, the Legislature established the Housing and Community Development Corporation of Hawaii (hereinafter “HCDCH”) effective July 1, 1998, through Act 350, SLH 1997. The HCDCH consolidates all state housing functions and is administratively attached to the Department of Human Services. The new corporation is a public body and a body corporate and politic. The HCDCH’s role is to address the housing needs of low income families in Hawaii.

This HCDCH seeks to secure integrated security and supportive services to meet the agency goals of providing safe, decent and sanitary housing. The purpose of this RFP is to create a pilot program whereby security and supportive services will be integrated to create a seamless system of services for families and youth that reside at Puuwai Momi.

C. Description of the goals of the service

The overall goal of the service being sought is to provide Puuwai Momi with increased security through the presence of on-site security personnel for up to 24-hours a day, seven days a week. Security personnel will monitor vehicular traffic, conduct roving patrols, trespass non-residents as warranted. The contractor shall also ensure that their services are supportive of and/or complimentary to any Neighborhood Security Watch and Voluntary Tenant Patrol activities.

In addition, security personnel will develop and maintain rapport with the resident association and community members through the coordination and implementation of programs for the youth. Services will include outreach to families and at-risk youth, implementation of age-appropriate activities, and follow-up. Through these services youth will participate in positive activities that expand their range of experiences and expose them to a responsible, caring, qualified adult. Security personnel will establish positive relationships with the youth to teach them the value and importance of mutual respect and to serve as role models for the youth.

1D. Description of the target population to be served

Security services will target all families living at Puuwai Momi. Supportive service activities will target youth from Puuwai Momi, a federal public housing project under the jurisdiction of the Housing and Community Development Corporation of Hawaii.

Puuwai Momi is a 260-unit federal public housing development located in the Halawa neighborhood. Constructed in 1967. Puuwai Momi currently has 27 buildings that house approximately 1,200 persons, on-site management, and a community center adjacent to the property.

E. Geographic coverage of service

Island of Oahu

0F. Probable funding amounts, source, and period of availability

Funds are subject to appropriation by the U.S. Congress and allocation by the Department of Housing and Urban Development (HUD). Funding amounts and period of availability may change upon notice by HUD to HCDCH.

Approximately \$600,000 in Capital Fund (April 1, 2005 - March 31, 2006) is available. Funds may be awarded in full or in part. If all funds are not expended by March 31, 2006 or if additional funds become available, or if there is demonstrated need, the term and compensation schedule may be increased or extended.

Funds may not be used for major capital improvements or other costs listed as unallowable in Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services or in the Office of Management and Budget Circular A-122, Cost Principles for Non-Profits.

Contractors must implement a system which ensures the minimum time elapsing from the release of funds by HCDCH to its expenditure by the Contractor.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

2. The applicant shall be a for profit organization incorporated under the laws of the State **or** nonprofit organization determined by the Internal Revenue Service to be exempt from federal income tax and with a governing board whose members have no material conflict of interest and serve without compensation and with bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
3. The applicant must have at least one year's experience in the program area for which the proposal is being made (exceptions may be granted by the Executive Director of the HCDCH where an agency has otherwise demonstrated the necessary experience or expertise in the program area).
4. The applicant must arrange for a financial and compliance audit to be completed and submitted to the HCDCH in accordance with the Office of Management and Budget Circular A-133, if the applicant expends \$500,000 or more in federal funds in a year.
5. The applicant must have addressed any instances of non-compliance found in past audit and monitoring reports conducted for any social programs administered by HCDCH.
6. The applicant must have no outstanding balances owing to the HCDCH (exceptions may be granted by the Executive Director of the HCDCH for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HCDCH).
7. The applicant must be in good standing with the Department of Commerce and Consumer Affairs and the State Department of Taxation; and Internal Revenue Service.
8. Contractors shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance:

Comprehensive Liability	\$1,000,000
Automobile Liability	\$300,000
9. The contractor shall be required to comply with all laws, ordinances, codes, rules and regulations of the federal, State and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HCDCH.

1B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

There are currently no planned secondary purchasers. However, after-the-fact secondary purchases are allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☒ Single term (≤ 2 yrs) ☐ Multi-term (> 2 yrs.)

Initial term of contract:	12 months
Length of each extension:	Up to 6 months
Number of possible extensions:	1
Maximum length of contract:	18 months

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later. The following conditions must be met for an extension:

- Contractor experienced cost savings and has unexpended funds available that can be used to provide additional services; or
- HCDCH determines there is an ongoing need for the services and has funds to extend services not to exceed 6 additional months. Contract extensions shall be awarded at the same or comparable rates as the primary agreement.
- Supplemental Agreement must be executed prior to expiration of the primary agreement.
- HCDCH must obtain HUD approval in writing of the extension.
- The Contractor must obtain HCDCH approval in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

RFP Coordinator:
 Pamela Dodson, Executive Assistant
 Housing and Community Development Corporation of Hawaii

P.O. Box 17097
Honolulu, Hawaii 96817

Telephone: (808) 587-0558 Fax: (808) 832-5910

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Applicants shall agree to participate in monitoring and evaluation processes as required by HCDCH.

1. Security Services

- a. Monitor vehicular traffic that is entering and exiting Puuwai Momi at two (2) entrances identified as parking lot #2 and parking lot #3. Check incoming vehicles for the project parking decal or special parking/pass permit issued by the Project Office. Issue parking passes to allow temporary access to the project if driver provides proof of current no fault insurance, vehicle registration, safety check and valid Driver's License. Exceptions are police vehicles, ambulances, fire department vehicles, State of Hawaii vehicles (i.e., cars and trucks), and personnel with official HCDCH identification cards. Maintain a daily log of vehicular traffic in and out of the project
- b. Security services shall be provided up to 24-hours a day for seven days a week. Applicants shall propose appropriate staffing patterns, including considerations for high and low traffic hours, school breaks and intercessions, and evening hours. The plan should also address how it will be determined if and when security services can be reduced.
- c. Use tact and judgment to prevent disorder, quell disturbances and maintain law and order.
- d. Submit a written report on all observations of such incidents and other unusual circumstances and/or disturbances to HCDCH in a timely manner.
- e. Enforce observed violations of the rental agreement (a copy of which is included as Exhibit ____), including
 - #4(a) that restricts occupancy to the tenant and members of the tenant's household who are listed on the most current household composition declaration form.

- #8(e) that the tenant shall abide by the Project Rules and all applicable rules regulations, and supplemental agreement that shall be available at the Project Office
 - #8(g) that the tenant shall not commit or suffer any damage to the dwelling unit, any act that shall cause increase in the premiums for fire and other casualty insurance on the building, or any noise or nuisance to the disturbance of other Tenants.
 - #8(n) that the tenant, household members and guests must refrain from destroying, defacing, damaging or removing any part of the premises or Project.
 - #8 (o) that require the tenant conduct himself and cause other persons who are on the premises with the Tenant's consent to conduct themselves in a manner which will not disturb Tenant's neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe, and sanitary condition, and not loiter or drink alcoholic beverages in the project's common areas as defined in the Project Rules.
 - #8(p) that requires that the tenant, any member of the household, a guest or another person under their control shall not engage in any criminal activity or alcohol abuse that threatens the health, safety or peaceful enjoyment of the housing or in any drug-related criminal activity on or off such premises.
 - #8(s) that prohibits storing any unlicensed, inoperable or abandoned vehicles on the project premises.
- f. Coordinate and cooperate with the police as necessary and appropriate and testify in court and/or administrative eviction hearings when required.
 - g. Monitor parked vehicles on the project premises and initiate action to tow illegally parked vehicles.
 - h. Meet regularly with Puuwai Momi housing management staff and resident representatives to update them on the security work.
 - i. Investigate all disturbances and incidents observed or reported. When possible, endeavor to abate nuisances and disturbances in a non-confrontational manner. Respond to calls from residents of the project, HCDCH and its designated representative.
 - j. Issue written trespass warnings when warranted.
 - k. Conduct a roving foot patrol around the entire project, including hot spots and isolated areas of the project. Conduct security check according to a pre-approved plan. Record unusual situations which alter the round time in the log book.

- l. Maintain a daily incident report log and submit reports daily to HCDCH, covering in detail all disturbances, incidents and arrests.
- m. Provide on-site personnel with uniforms and equipment. Personnel may not carry fire arms but may be given appropriate crowd dispensing devices. Provide personnel with appropriate communications devices, digital or Polaroid camera, and flashlights. The contractor shall be responsible for maintenance of this equipment.
- n. Provide restroom facilities (e.g., portable toilets) for personnel.

2. Youth Activities

Programs for youth must meet at least one of the following service standards, at a minimum; and provide at least two desired outcomes as described below.

Programs shall be specifically designed for children and youth, ages 5-18 years old. Applicants shall provide a description of the targeted age group to be served. Exceptions to accept participants up to, but not including, the age of 21 can be made on an individual-basis or for an entire program as described by the applicant.

Standards

Youth Programs, in a nine to 12 month period, will achieve at least one of the following:

1. Help participants to develop effective decision-making and conflict resolution techniques.
2. Help participants to develop effective social and independent living skills.
3. Encourage and support participants' active involvement in an appropriate educational, vocational or employment program.
4. Instill a greater understanding of the various post-secondary educational, vocational and employment options that are available within and outside of their community.
5. Increase a participant's knowledge and awareness regarding substance abuse issues.
6. Increase participants' understanding of the available social service resources.
7. Set clear standards for and demonstrate healthy, constructive behaviors.
8. Provide activities as a positive alternative to destructive behaviors (e.g., drugs, alcohol, vandalism, gangs).
9. Provide opportunities for participants to learn about their culture(s) of origin and other cultures.
10. Encourage constructive parent involvement in the participants' academic and/or extracurricular activities.

11. Link participants and their families to and complete referrals to additional services that are beneficial participants and/or their families.
12. Advocate for participants and their families to help meet their needs and teach participants and their families to become effective advocates for themselves.
13. Address the transition from youth to adulthood and provide skills to adjust for those changes.
14. Address a participant's need for improved self-esteem and self-control.
15. Provide mentoring for youth by a responsible, caring, qualified, and older person.
16. Address the needs and interests of the youth, rather than the expectations of the mentor.
17. Expose youth to new activities that expand their range of experiences.

Desired Program Outcomes

Youth, in a nine to 12 month period, will achieve at least two of the following:

1. Implement improved conflict resolution techniques as demonstrated in the decrease of anti-social behaviors and activities.
2. Express their emotions in a constructive manner and interact positively with others.
3. Maintain a positive living situation for at least six months after completion of the program.
4. Demonstrate an increase in the frequency, intensity, and/or duration of positive self-talk.
5. Show a significant reduction in truancy.
6. Attend an appropriate educational, vocational, or employment program on a consistent basis.
7. Demonstrate improved grades in school and interest in education.
8. Demonstrate a delay in, reduction of or discontinued alcohol and/or drug use.
9. Remain crime- and/or status-offense-free.
10. Demonstrate a delay in engaging in sexual intercourse and/or a reduction or discontinuation of other risky sexual behaviors (e.g. remaining pregnancy-free and/or free of sexually transmitted diseases, HIV/AIDS, etc.).
11. Participate in community activities and programs (i.e. community service).
12. Demonstrate increased knowledge and understanding of their culture(s) of origin and the cultures of other people to develop a greater sense of self and self-esteem.
13. Get their basic needs met through the program and through linking and referrals to others appropriate programs in the community.
14. Learn to advocate effectively for themselves.
15. Demonstrate improved academic and extracurricular performance and a decrease in anti-social behaviors as a direct result of improved parent-child relationships and from increased parental participation.

16. Develop and maintain positive parent and peer relationships.
17. Implement improved conflict resolution techniques as demonstrated in the decrease of anti-social behaviors and activities.
18. Participate in several new activities that will expand their range of experiences.
19. Express improved understanding of and respect for authority figures.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall provide a project manager to oversee its planned program, activities and staff.
- b. Security personnel shall meet the minimum qualifications as detailed in a written job description and as required by the applicant. Minimum qualifications shall include licensing, education, and experience requirements, as appropriate.
- c. Contractor shall verify that all Security personnel are not listed on the lifetime sex offenders registry or the Child Welfare Services registry due to the close proximity to children and youth.
- d. The contractor shall maintain and implement a code of conduct for all personnel.

2. Administrative

- a. The applicant is required to develop and implement a written safety plan which include policies and procedures for handling personal injury, threats, emergencies, or disasters, including the posting of evacuation routes in facilities used by the program.
- b. The applicant must complete the Federal Certifications in section 5.
- c. Administrative costs are costs for general management, oversight, coordination, evaluation and reporting on contracted services. Up to 10% percent of the total approved project budget may be used to pay for administrative costs.
- d. The contractor shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor's performance of services and the program, and management and fiscal practices for at least three years, except in any litigation, investigation, audit or other action is underway. The U.S. Department of Housing and Urban Development,

HCDCH and any of their authorized representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.

3. Quality assurance and evaluation specifications

Contractors must maintain and implement a quality assurance and evaluation plan. The plan should evaluate the efficiency, effectiveness and quality of services and include an evaluation of services by program participants.

Performance of all contracted agencies will be monitored on an ongoing basis by the HCDCH through file reviews, desk monitoring, site inspections and/or other methods. Contractors must participate in monitoring and site inspections. Contractors who fail to adequately provide services as contracted shall be required to provide a written corrective action plan which addresses the corrective actions that will be taken to improve the program, the timeline for implementation and the responsible parties.

Failure to comply with reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or the contract. Contractors shall agree to make participant files available to the HCDCH for the purposes of monitoring.

4. Output and performance/outcome measurements

HCDCH will be using an outcome-based framework for the solicitation, selection, award, monitoring and reporting of results. Contractors shall be monitored on their ability to meet output and performance measures as contracted.

YOUTH PROGRAMS

Programs for youth are designed specifically focused on children 5 - 18 years of age.

Output measurements

Applicants must identify their objectives for each of the following output measurements.

- Number of youth by age group participating in youth activities for at least 12 months (5-8 yrs, 9-12 yrs, 13-15 yrs, 16-18 yrs)
- Number of new youth who are participating in youth activities for the first time ever or for the first time over the last 12 months.

Outcome measurements

Applicants must identify which of the following will be used as their outcome measurements and include quantifiable objectives for each. Achievement of the outcome can be demonstrated through pre- and post-tests and/or participant self-reports.

- Number of participants who are able to implement improved conflict resolution techniques as demonstrated in the decrease of anti-social behaviors and activities.
- Number of participants who express their emotions in a constructive manner and interact positively with others.
- Number of participants who maintain a positive living situation for at least six months after completion of the program.
- Number of participants who demonstrate an increase in the frequency, intensity, and/or duration of positive self-talk.
- Number of participants who show a significant reduction in truancy.
- Number of participants who attend an appropriate educational, vocational, or employment program on a consistent basis.
- Number of participants who demonstrate improved grades in school and interest in education.
- Number of participants who demonstrate a delay in, reduction of or discontinued alcohol and/or drug use.
- Number of participants who remain crime- and/or status-offense-free.
- Number of participants who demonstrate a delay in engaging in sexual intercourse and/or a reduction or discontinuation of other risky sexual behaviors (e.g. remaining pregnancy-free and/or free of sexually transmitted diseases, HIV/AIDS, etc.).
- Number of participants who participate in community activities and programs (i.e. community service).
- Number of participants who demonstrate increased their knowledge and understanding of their culture(s) of origin and the cultures of other people to develop a greater sense of self and self-esteem.
- Number of participants who get their basic needs met through the program and through linking and referrals to others appropriate programs in the community.
- Number of participants who learn to advocate effectively for themselves.
- Number of participants who demonstrate improved academic and extracurricular performance and a decrease in anti-social behaviors as a direct result of improved parent-child relationships and from increased parental participation.
- Number of participants who implement improved conflict resolution techniques as demonstrated in the decrease of anti-social behaviors and activities.
- Number of participants who participate in several new activities that will expand their range of experiences.

Applicants must provide a detailed description of the activities and an implementation timeline for youth services.

5. Experience

The applicant must possess the necessary experience to provide security services and youth activities.

6. Coordination of Services

The applicant must be able to coordinate services with the HCDCH's contract officer, management unit staff, resident services section, resident association and local law enforcement.

7. Reporting requirements for program and fiscal data

Contractors shall work on a regular basis with on-site management unit staff and report incidents, activities, and actions taken on a regular, mutually agreed upon schedule.

Contractors shall also submit quarterly activity and financial reports no later than 30 days after the end of each quarter of the State fiscal year(s) or as otherwise instructed by the HCDCH. The quarterly reports shall summarize program and financial activities, including but not limited to, numbers and names of youth served, levels of services performed, outcome objectives achieved, demographic data, problems and recommendations to remedy. The quarterly report shall also include information on number of security services performed including trespass notices issued, calls to local law enforcement, pertinent crime related incidents.

The financial report shall include income and expenditures to date, and the expenditure's relationship to the approved budget and an explanation of variances in said budget.

Contractors shall submit a final report no later than 45 days at the end of the State fiscal year(s) or a sooner termination date or as otherwise instructed by the HCDCH. The final report shall document the contractor's overall efforts toward meeting contract requirements and reporting expenditures actually incurred.

Contractors shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HCDCH.

8. Pricing or pricing methodology to be used

Pricing shall be on a performance based method according to the Contactor's approved budget. The performance based pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, if minimum service activities are provided and up to a stated maximum obligation.

9. Units of service and unit rate

Not applicable.

IV. Facilities

The applicant shall provide services in facilities that are appropriate for the proposed services and located on or near the targeted housing project.

Section 3

POS Proposal

Application

Section 3

POS Proposal Application

General instructions for completing applications:

- POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO Website (see the Competitive POS Application Checklist located in the Attachments Section of this RFP). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

2I. Program Overview

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

0A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Applicant shall describe success in meeting program outcomes.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Evaluation plans must include client surveys as appropriate.

2D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

Applicants are required to demonstrate that the residents of the affected public housing project support their programs. In projects that have a duly elected resident council that has been recognized by the HCDCH, it is strongly recommended that applicants obtain a letter of support for their proposal.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

0III. Personnel: Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

Pursuant to section 3 of the Housing and Urban Development Act of 1968, contractors shall ensure that employment and other economic opportunities generated shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly those residing in government assisted housing. Any qualified low-income person shall be provided preference for employment opportunities created by these programs.

32. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable.) Describe the knowledge and experience of your proposed project director and/or staff, including the day-to-day program manager. Attach resumes and relevant professional background/experience of each staff position.

The applicant shall describe the qualifications of the personnel who will provide the required services. Services must be provided by persons with training and/or expertise appropriate to the type of service offered, within the profession and otherwise certified services, if applicable. Staff must be capable of assessing the needs of the targeted population and coordinating the delivery of services.

The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.

B. Project Organization

4 1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the

“Organization-wide” and “Program” organization charts shall be attached to the POS Proposal Application. The applicant shall describe its planned organization of management and staff who will provide and oversee the required security and youth services.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the following:

1. Describe the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including a work plan of all service activities and tasks to be completed, and related work assignments/responsibilities. Include a description of outreach activities for youth programs.
2. Describe which of the services standards apply to the proposed program. Describe which of the program outcomes will be achieved during the program period and how will outcomes be measured.
3. Describe the security plan, including a description of the roving patrol staffing and hours; log books, how will security personnel respond to calls from residents; and monitoring of the parking lot and vehicular traffic.
4. Describe how the applicant’s approach shall lead to improved living conditions, self-sufficiency, and/or the reduction of risk factors.
5. Describe projected numbers of individuals and/or families to be served and the projected level of output and outcome measures as described in Section 2. Describe also the minimum number of participants to be served.
6. Describe the timelines and schedules of all major service activities and tasks, and dates of implementation and completion.
7. Describe how the applicant will coordinate their activities and programs with other services on-site and in the area of Puuwai Momi. Describe linkages with other services appropriate for resident referrals, and reporting to the HCDCH.
8. Describe where security and supportive service will be delivered, including a facility description, hours of operation, staffing, and how the location is appropriate or convenient for Puuwai Momi residents.
9. Describe the applicants written policies and procedures for the required services including personnel standards, operating procedures, determination of client eligibility, documentation and record keeping, data

gathering and reporting, financial administration, quality assurance and monitoring.

Proposed Outputs	Projected Numbers	Minimum To Be Served
Number of youth by age group participating in youth activities for at least 12 months (5-8 yrs, 9-12 yrs, 13-15 yrs, 16-18 yrs)		
Number of new youth who are participating in youth activities for the first time ever or for the first time over the last 12 months.		
Proposed Outcome measurements		
Applicants must identify which of the following will be used as their outcome measurements and include quantifiable objectives for each. Achievement of the outcome can be demonstrated through pre- and post-tests and/or participant self-reports.		
	Projected Numbers	Minimum To Be Served
Number of participants who are able to implement improved conflict resolution techniques as demonstrated in the decrease of anti-social behaviors and activities.		
Number of participants who express their emotions in a constructive manner and interact positively with others.		
Number of participants who maintain a positive living situation for at least six months after completion of the program.		
Number of participants who demonstrate an increase in the frequency, intensity, and/or duration of positive self-talk.		
Number of participants who show a significant reduction in truancy.		
Number of participants who attend an appropriate educational, vocational, or employment program on a consistent basis.		
Number of participants who demonstrate improved grades in school and interest in education.		

Number of participants who demonstrate a delay in, reduction of or discontinued alcohol and/or drug use.		
Number of participants who remain crime- and/or status-offense-free.		
Number of participants who demonstrate a delay in engaging in sexual intercourse and/or a reduction or discontinuation of other risky sexual behaviors (e.g. remaining pregnancy-free and/or free of sexually transmitted diseases, HIV/AIDS, etc.).		
Number of participants who participate in community activities and programs (i.e. community service).		
Number of participants who demonstrate increased their knowledge and understanding of their culture(s) of origin and the cultures of other people to develop a greater sense of self and self-esteem.		
Number of participants who get their basic needs met through the program and through linking and referrals to others appropriate programs in the community.		
Number of participants who learn to advocate effectively for themselves.		
Number of participants who demonstrate improved academic and extracurricular performance and a decrease in anti-social behaviors as a direct result of improved parent-child relationships and from increased parental participation.		
Number of participants who implement improved conflict resolution techniques as demonstrated in the decrease of anti-social behaviors and activities.		
Number of participants who participate in several new activities that will expand their range of experiences.		

V. Financial

A. Pricing Structure

Pricing Based on Performance Based Structure

The performance based pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation, upon satisfactory delivery of minimum required performance measures.

Under the performance based payment structure, the contractor will be required to provide a baseline service to receive payment according to the following structure:

0 - 49% of minimum	Eligible for 70% total contract amount
50 - 99% of minimum	Eligible for 80% total contract amount
100% of minimum	Eligible for 90% total contract amount
100% of proposed	Eligible for 100% of total contract amount

The following budget form(s) which are located on the SPO website (see the POS Proposal Checklist) shall be submitted with the POS Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification - Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel: Payroll Taxes, Assessments & Fringe Benefits
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases

Indirect costs are not allowed. All costs should be included utilizing the line items provided on the budget forms.

Applicants should describe how costs were determined to be reasonable, and cost effective.

B. Other Financial Related Materials

Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the applicant must submit the most recent financial audit with management letter and audited financial statements.

Applicants should also describe in a comprehensive manner the fiscal management structure, including but not limited to budgeting, fiscal controls, and accounting. The applicant must have a functioning accounting system that is

operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles.

The applicant must certify that it will perform financial and compliance audits in accordance with “Government OMB Circular A-133” and submit the audits to the HCDCH as directed if federally funded for \$500,000 or more.

VI. Other

0A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Section 4

Proposal

Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

5A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>		<u>Possible Points</u>
Administrative Requirements		
<i>POS Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Program Organization & Staffing	15 points	
Service Delivery	55 points	
Financial	10 points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

0A. Phase 1 - Evaluation of Proposal Requirements

(1) *Mandatory Administrative Requirements*

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Federal Certifications

(2) *Mandatory POS Proposal Application Requirements*

- POS Application Title Page
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery (Include work plan)
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

Scoring Procedures

For each category, evaluators will read the corresponding section in the applicant's proposal. Rating will be as follows:

- 10 = Applicant has addressed all elements of the RFP requirements in a logical, comprehensive, detailed manner.
- 7 = Applicant has satisfactorily addressed most of the required elements of the RFP.
- 5 = Applicant has addressed some of the required elements of the RFP.
- <=4 = Applicant has not addressed the required elements of the RFP.

Comments are optional. The evaluation panel will rate each category on a scale of 0 through 10 and convert that rating to a point score. Ratings will be the consensus of the evaluation panel.

(1) *Program Overview (0 points)*

No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

(2) *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract that shall include:

- a. Necessary Skills (4 points)
The applicant has demonstrated skills, abilities and knowledge relating to the delivery of the proposed services.
- b. Experience (4 points)
The applicant has demonstrated the necessary experience relating to the delivery of proposed services. The applicant has provided resumes of key staff that include a list of experience with related or similar projects.
- c. Quality Assurance and Evaluation (4 points)
The applicant has described adequate approaches for outcome evaluation for the proposed services, including methodology.
- d. Coordination of Services (4 points)
The applicant has demonstrated the capability to coordinate services with other agencies and resources in the community.
- e. Facilities (4 points)
The applicant has proposed adequate facilities relative to the proposed services.

(3) ***Program Organization and Staffing (15 Points)***

Staffing

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- a. That the proposed staffing pattern, client/staff ratio, and proposed capacity is reasonable to insure viability of the services (5 points).
- b. Minimum qualifications (including experience) for staff assigned to the program (5 points).

Project Organization

- a. Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services (5 points).

- b. Organization chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(4) *Service Delivery (55 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- a. Specific services and activities, including a description of the specific services and activities you plan to offer and who will be responsible for each, including involvement of community partners and comprehensive services for residents (20 points).
- b. Feasibility and demonstrable benefits; whether the work plan is logical, feasible, and likely to be timely and address the stated needs; and long-term sustainability of program (20 points).
- c. Types of activities and programs that will help youth to meet desired program outcomes (15 points).

(5) *Financial (10 Points)*

The State will evaluate the applicant's proposal based on:

- a. Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified, and the budget supports the scope of service and requirements of the Request for Proposals (6 points).
- b. Adequacy of financial management system (4 points).

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

Section 5

Attachments

<u>Attachment</u>	<u>Document</u>
A	Competitive POS Application Checklist
B	POS Proposal Application - Sample Table of Contents
C	Certification of Consistency and Compliance with U.S. Department of Housing and Urban Development Guidance

Competitive POS Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application. *SPO-H Forms are located on the web at <http://www.state.hi.us/icsd/dags.spo.html> Click on *Health and Human Services* and then on *Procurement Forms & Instruction for Private Agencies*.*

<i>Item</i>	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	Section 1, RFP	SPO Website*	X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. Table of Contents	Section 5, RFP		X	
4. POS Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation	Only upon award	
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website*		
SPO-H-205B	Section 3, RFP	SPO Website*		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
8. Federal Certifications	Section 1, RFP	Section 5, RFP		
Debarment & Suspension (Form HUD-2992)		HUD Clips website	X	
Drug Free Workplace (Form HUD-50070)		www.hudclips.org	X	
Certification of Payments to Influence Federal Transactions (Form HUD 50071)		(Go to HUD Clips website, click on forms.)	X	
Disclosure of Lobbying Activities (SF-LLL)			If applicable	
Program Specific Requirements:				
9.				
10.				

Competitive POS Application Checklist

Applicant:_____

RFP No.:_____

1

Date

Authorized Signature

Competitive POS Application Checklist

Applicant: _____

RFP No.: _____

POS Proposal Application Table of Contents

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	1. Competitive POS Application Checklist	

Competitive POS Application Checklist

Applicant:_____

RFP No.:_____

2. Certification of Consistency and Compliance with U.S. Department of Housing and Urban Development Guidance

Attachment C

1 Certification of Consistency and Compliance with

2 U.S. Department of Housing and Urban Development Guidance

I CERTIFY that the proposed activities will be consistent with the following and comply with all statutes, regulations, and U.S. Department of Housing and Urban Development guidance related to the following:

1. Economic Opportunities for Low and Very Low-Income Persons. Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. sec 1791u, Economic Opportunities for Low and Very Low-Income Persons; HUD regulations at 24 CFR part 135, including but not limited to subpart E and G reporting requirements; and any Section 3 employment, housing opportunity, or other plan adopted by the Housing and Community Development Corporation of Hawaii.
2. Affirmatively Furthering Fair Housing. Affirmative duty to further fair housing, including the elimination of impediments to fair housing; the local jurisdiction or regional Analysis of Impediments to Fair Housing Choice; and the affirmative duty to carry out activities proposed specifically in the application.
3. Nondiscrimination. The Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972, Fair Housing Act, Title VI of the Civil Rights Act of 21964, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Section 109 of the Housing and Community Development Act of 1974.
4. Cost Principles. OMB Circular No. A-122 (Cost Principles for Nonprofit Organizations) or OMB Circular No. A-87 (Cost Principles for Local Units of Government), and OMB Circular No. A-133 (Audit Requirements) as appropriate.

Signed this _____ day of _____, 2004

By: _____
Applicant Chief Executive Officer, or Other Authorized Representative

For: _____
Applicant